



MINISTRY OF HEALTH AND MEDICAL SERVICES

The core function of the Ministry of Health & Medical Services is to provide high quality healthcare through capable governance and systems to the people of Fiji. The Ministry is committed to improve primary, secondary and tertiary healthcare.

We invite applications for the following:

Vacancy No.	Position Title	Stations	No of Positions	Salary Band Salary Range	Duration (years)
NEWLY ADVERTISED POSITIONS					
MOHMS 262/2020	Divisional Health Inspector	Eastern Health Services	1	J (\$51,132.98)-(\$65,555.10) per annum	5
MOHMS 263/2020	Sub Divisional Manager Nursing	Lakeba Hospital	1	H (\$34,760.30 -\$44,564.50) per annum	5
MOHMS 264/2020	Team Leader Shift Supervisor	St Giles Hospital	1	G (\$28,605.45 -\$38,140.60) per annum	5
MOHMS 265/2020	Administrative Officer Asset Management Unit	Labasa Hospital	1	F (\$22,528.74 - \$28,883.00) per annum	3
MOHMS 266/2020	Dietitian	CWM Hospital	1	E (\$19,041.75-\$24,412.50) per annum	5
MOHMS 267/2020	Dietitian	Ba Health Centre	1	E (\$19,041.75-\$24,412.50) per annum	5
MOHMS 268/2020	Clerical Officer	Human Resources, HQ	6	C (\$12,081.69-\$15,489.35) per annum	3
MOHMS 269/2020	Clerical Officer	Accounts Section, Head Quarters	2	C (\$12,081.69-\$15,489.35) per annum	3
MOHMS 270/2020	Assistant Carpenter	CWM Hospital	1	B (\$5.37 - \$6.27) per hour	3
MOHMS 271/2020	Assistant Carpenter	Labasa Hospital	1	B (\$5.37 - \$6.27) per hour	3
MOHMS 272/2020	Assistant Carpenter	Western Health Services	1	B (\$5.37 - \$6.27) per hour	3
MOHMS 273/2020	Assistant Mechanic	CWM Hospital	1	B (\$5.37 - \$6.27) per hour	3
MOHMS 274/2020	Assistant Plumber	CWM Hospital	1	B (\$5.37 - \$6.27) per hour	3
MOHMS 275/2020	Assistant Seamstress	Labasa Hospital	1	B (\$5.37 - \$6.27) per hour	3
MOHMS 276/2020	Assistant Seamstress	Lautoka Hospital	4	B (\$5.37 - \$6.27) per hour	3

MOHMS 277/2020	Cleaner	Ba Mission Hospital	1	A (\$4.60 - \$5.37) per hour	3
		Western Health Services	1	A (\$4.60 - \$5.37) per hour	3
		Lautoka Health Centre	1	A (\$4.60 - \$5.37) per hour	3
MOHMS 278/2020	Cleaner	Levuka Hospital	1	A (\$4.60 - \$5.37) per hour	3
MOHMS 279/2020	Cleaner	Nabouwalu Hospital	1	A (\$4.60 - \$5.37) per hour	3
		Nasea Health Centre	1	A (\$4.60 - \$5.37) per hour	3
		Savusavu Hospital	2	A (\$4.60 - \$5.37) per hour	3
		Taveuni Hospital	2	A (\$4.60 - \$5.37) per hour	3
MOHMS 280/2020	Cleaner	Fiji Pharmaceutical & Biomedical Services	1	A (\$4.60 - \$5.37) per hour	3
MOHMS 281/2020	Cook	Labasa Hospital	5	B (\$5.37 - \$6.27) per hour	3
MOHMS 282/2020	Cook	Lautoka Hospital	6	B (\$5.37 - \$6.27) per hour	3
MOHMS 283/2020	Cook	Tamavua Twomey Hospital	1	B (\$5.37 - \$6.27) per hour	3
MOHMS 284/2020	Driver	Ba Mission Hospital	1	B (\$5.37 - \$6.27) per hour	3
		Sigatoka Hospital	3	B (\$5.37 - \$6.27) per hour	
		Nasau Health Centre (West)	1	B (\$5.37 - \$6.27) per hour	3
MOHMS 285/2020	Driver	Tukavesi Health Centre	1	B (\$5.37 - \$6.27) per hour	3
MOHMS 286/2020	Driver	Health Headquarters, Namosi House	1	B (\$5.37 - \$6.27) per hour	3
MOHMS 287/2020	Driver	Tamavua Twomey Hospital	1	B (\$5.37 - \$6.27) per hour	3
MOHMS 288/2020	Attendant (Pharmacy)	CWM Hospital	1	A (\$4.60 - \$5.37) per hour	3
MOHMS 289/2020	Supervisor Dietician	Sigatoka Hospital	1	F (\$22,528.74 - \$28,883.00) per annum	5
NEWLY ADVERTISED PROJECT POSITION					
MOHMSP 13/2020	Community Rehabilitation Co-ordinator	Tamavua Twomey Hospital	1	F (\$22,528.74 - \$28,883.00) per annum	3

The appointment process for these positions will be in accordance with the Fijian Civil Service Open Merit Recruitment and Selection guideline. A full application package, including the Role Description for each position is available from the Ministry of Health & Medical Services Website, www.health.gov.fj. All applicants are encouraged to obtain this information to assist with the written application.

Application Process

The following are to be noted when applying:

1. Applicant must personally complete the application form and sign the Declaration at the end of the form. The application form can be downloaded from the Ministry of Health Website, <http://www.health.gov.fj/wp-content/uploads/2019/08/Application-Form-MOHMS-FILLABLE-excluding-Medical-Officers.doc>
2. Applicant must ensure that first name, last name and date of birth are the same as those on the identity documents.
3. All communication regarding the application will be via email and the applicant is to ensure that a **valid email address is provided** for communication purposes.
4. Applicant **MUST** submit the following:
 - a. A completed and signed application form with a covering letter of no more than three [3] pages which explains how you meet each of the Knowledge & Experience/Skills & Abilities [KESA] or Selection Criteria;
 - b. Current CV outlining qualifications and experience;
 - c. For clinical/technical positions only (whenever applicable), submit a certified copy of registration and/or valid practicing license; and
 - d. Copies of qualifications.
5. Applicants must declare whether they have been the subject of an investigation or disciplinary action, if so, to provide details.
6. Candidates who do not submit the required information and documentation **MAY** not be considered.

Submission

Applications must be submitted by **4.30pm Monday, 24th August, 2020**.

LATE APPLICATIONS WILL NOT BE CONSIDERED

Applicants are encouraged to submit their applications via the following:

<p>▪ Applications by Post</p> <p>Permanent Secretary Ministry of Health & Medical Services P O Box 2223 Government Buildings Suva</p>	<p>▪ Applications Delivered</p> <p>“DROP MOHMS JOB APPLICATION BOX” Reception Desk, Ground Floor, Dinem House, 88 Amy Street, Suva, Fiji</p>	<p>▪ Applications emailed (preferred method)</p> <p>recruitment@health.gov.fj</p>
---	--	---